



STATE OF MISSOURI
Division of Professional Registration

CAREER OPPORTUNITY

An Equal Opportunity Employer

TITLE: Processing Technician I
LOCATION: Professional Registration – Board of Cosmetology and Barber Examiners
Jefferson City, MO
STARTING SALARY: \$22,932 - \$24,024 (Pay Range A10)
Salary increase available if appointment is a promotion
SCREENING BEGINS: November 14, 2014

APPLICATION PROCESS:

Screening begins November 14, 2014. Please send cover letter, resume and three professional references to:

Division of Professional Registration
Attn: Leanne Lorts
P.O. Box 1335
Jefferson City, MO 65102
Fax: 573-751-0878
Email: leanne.lorts@pr.mo.gov
EOE:F/M/V/D

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Determines applicants' eligibility for new, renewed or endorsement licensure.
- Responds to telephone and written inquiries regarding application procedures and fees, license status, pre-licensing and continuing education requirements, petitions for renewal and license transfer; mails requested forms, duplicate licenses and letters of certification/clearance.
- Reviews licensing/registration applications for completeness; prepares routine correspondence explaining deficiencies and returns incomplete applications.
- Enters information from approved applications into the computer system; compares printed licenses generated by the system to original applications to verify accuracy of license type and licensee's identifying information; mails new and renewed licenses.
- Updates licensing data in the computer system; verifies and enters name/address changes, changes in agency ownership or officers, company appointments/terminations, license cancellations, continuing education credits and pre-licensing test results; prepares and mails verification of change forms.
- Perform other related work as assigned.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations.

- Working knowledge of statutes and regulations relating to licensing, pre-licensing requirements.
- Working knowledge of the practices and procedures of the Division of Professional Registration.
- Working knowledge of office practices, procedures and equipment.
- Some knowledge of the principles, practices and terminology of the profession(s) licensed or registered by the assigned board.
- Ability to make routine decisions in accordance with established laws, regulations and procedures.
- Ability to comprehend and follow detailed instructions.
- Ability to work rapidly and accurately in processing a variety of documents.
- Ability to operate a computer terminal, personal computer and standard keyboard with speed and accuracy.
- Ability to communicate clearly and concisely.
- Ability to establish and maintain effective working relationships with other employees, applicants, licensees, employers, other licensing/registration organizations and the general public
- Ability to demonstrate regular and predictable attendance.

QUALIFICATIONS:

- One or more years of clerical or office support experience with the Division of Professional Registration; and possession of a high school diploma or GED certificate; or
- Two more years clerical or office support experience; and possession of a high school diploma or GED certificate.

(Education may be substituted for the required experience.)